

Frequently Asked Questions

As a citizen how do I become an Accela user? Add a link to home page where we have the instructions.

What electronic format can I submit my EPLANs in? To utilize the EPLAN Review process we require that you submit your plans in **PDF** format (to scale) with a unique, descriptive filename. Please flatten the drawing layers in your CAD program before creating the PDF. Bookmarks are helpful and encouraged. Please click on attached link to see full details on submitting plans. **Add link to website EPLAN instructions for submitting.**

What is the maximum file size that can be submitted? The maximum file size that can be submitted is 50MB

Can I submit revision/corrected/updated documents? USE THE EXACT SAME FILENAME AS THE ORIGINAL SUBMITTAL. Do not reorder, extract or insert pages in the middle of your corrected plan sets. Rearranging, extracting or inserting pages out of order will result in delays for completing your plan review. For more instructions click on this link (**Put link to website to EPLAN instructions**).

How do I track the status of my EPLAN review? You should continue to use ACCELA Citizen Access to track the status of your plan. Please visit Accela Citizen Access at <https://acasupp3.accela.com/lara/> to track your plan status.

Will inspections be done if my fees are not paid? The project will not be sent to the field office and inspection will not take place until all fees have been paid.

What is the Plan Review fee schedule for the Bureau of Fire Services for free-standing outpatient facilities and hospitals; colleges, universities, dormitories, schools, hospice residences and penal institutions? The fees would be figured according to the project cost range below:

<u>Project Cost Range</u>	<u>Fee</u>
\$101,000.00 or less	Minimum fee of \$155.00
\$101,001.00 to \$1,500,000.00	\$1.60 per \$1,000.00
\$1,500,001.00 to 10,000,000.00	\$1.30 per \$1,000.00
\$10,000,001.00 or more	\$1.10 per \$1,000.00 – Maximum fee \$60,000.00

Are hood suppression systems reviewed and billed individually? Yes, review of modifications, addenda, and bulletins shall be billed \$155.00 for application with a one-hour review.

What is the Plan Review fee schedule for Health Facilities Engineering Section? Calculate the amount of your plan review fee based on the **ESTIMATED CAPITAL EXPENDITURE**. Fees may be adjusted at the completion of the project based on the final actual cost.

- A. .5% of the first \$1,000,000
- B. .85% of the amount over \$1,000,000
- C. Maximum of \$60,000

NOTE: Application & Fee, Op. Narrative, Sealed Blueprints & BCAL-1605 (if HFA) must be received before the plan review process can begin.